

**ATTACHMENT A**  
**PERFORMANCE WORK STATEMENT**  
**XX-R5-XX**

**Technical Support for the EPA Region 5 Watershed Program**

**1.0 PURPOSE**

**This contract will provide the WD with the capacity to meet anticipated resource and technical support needs as a result of new planned budget initiatives for the Mississippi River Basin beginning in FY2011 and the EPA/State Work Share Initiative. This contract will also support ongoing work related to the Great Lakes Restoration Initiative and other program priorities.**

Since passage of the Clean Water Act of 1972, considerable progress has been made in reducing water pollution from both point and nonpoint source (NPS) dischargers. Although progress has been made in reducing pollution from point and nonpoint sources in the nation's streams, lakes, estuaries, wetlands, and coastal waters, state water quality assessments continue to show significant impairments of designated uses in these waters. To fully meet the requirements of the Clean Water Act and other legislation enacted since 1972, continued work must be performed to improve point and nonpoint source controls and to promote and foster improvements in nonpoint source management. Water quality monitoring programs at the state, tribal, federal, local, and private levels are necessary to document the extent and nature of pollution problems nationwide, to determine the effects of pollution control programs, and measure progress toward water quality objectives and goals. This performance work statement is to support the activities and mission of the Region 5 Water Division (WD) to: monitor water quality, manage and display water quality information; assess water quality conditions and report on those conditions to the public and Congress; and to advance the protection and restoration of the nation's watersheds and water bodies through the use of point and nonpoint source pollution controls and the development of ecosystem restoration tools and, ultimately, improve water quality.

The following major activities are involved in this effort:

- 1.1 Support watershed protection and restoration.** The Contractor will provide techniques and strategies in the protection and restoration of ecosystems (e.g., habitat, riparian, and stream corridor restoration) and to improve water quality in conjunction with the programs of states, tribes, and other federal agencies.

- 1.2 Promote watershed management.** The Contractor will provide technical, logistical and administrative support to spread the message that traditional EPA, state, and tribal programs are most logically coordinated and implemented on a watershed basis. This will involve public outreach, social capacity building and technology transfer to interested parties and the forging of partnerships with those groups to achieve watershed protection goals using incentives and creative, often non-regulatory, methods of improvement.

In addition, the Contractor shall support EPA in providing guidance and technical services for watershed management activities that serve to coordinate water quality protection and restoration programs, provide measurable goals for managing water bodies, and address the chemical, physical and biological integrity of waterbodies impacted by land use related activities.

- 1.3 Promote and support water quality monitoring across WD programs including wetlands, NPS monitoring, total maximum daily load (TMDL), and site-specific water quality standard (WQS) attainment monitoring and statistically-valid surveys of surface water bodies at multiple scales.**

The Contractor will provide technical and administrative support to spread the message that monitoring for all programs needs to be integrated and coordinated most logically on a watershed basis.

- 1.4 Develop and provide program tools.** The Contractor shall provide tools for more effective and efficient watershed management. These tools will include guidance and procedures for water quality monitoring and data management/use, development and application of screening tools such as landscape models and vulnerability assessments, and use of the TMDL process, development of nutrient criteria, water quality trading technical support and preparation of guidance on ecosystem and watershed management.

- 1.5 Promote water quality trading.** The Contractor shall provide technical, logistical, and administrative support in the Agency's efforts to promote the application of market-based approaches to environmental management, specifically water quality trading, wetlands mitigation and ecosystem services. Activities within this category may include support in the development of technical guidance, organizing and conducting workshops and training, developing tools, creating outreach and education and other communications materials, and support in the development of a water quality trading recognition and awards program.

- 1.6 Strengthen state and tribal NPS management.** The Contractor shall provide technical, logistical, and administrative support to the EPA for work associated with EPA regions, states, tribes, and watershed stakeholder organizations to develop a framework for strengthening nonpoint source

management.

- 1.7 **Focus programs on threatened and impaired waters.** The Contractor shall provide technical, logistical, and administrative support to the Water Division as it promotes the implementation of stronger NPS and wetlands programs that will improve the water quality of threatened or impaired waters and work to avoid new impairments or threats to water quality.
- 1.8 **Foster a commitment to solve water quality problems through private actions.** The Contractor shall provide technical, logistical, and administrative support to WD as it uses varied approaches to public outreach and social capacity building as means of educating the public and local decision-makers so that there is a broader commitment to solve NPS pollution problems through individual actions and through appropriate public policies.
- 1.9 **Provide for the field collection of water quality samples.** The Contractor shall provide technical, logistical, and administrative support to WD in the field collection of water quality samples for water quality studies, wetlands assessments and investigations, statistically-based surveys and other purposes.
- 1.10 **Laboratory analysis of water quality samples and assessment of results.** The Contractor shall provide technical, logistical, and administrative support to WD in laboratory analysis of water quality samples and assessment of results for water quality studies, wetlands assessments and investigations, statistically-based surveys and other purposes.
- 1.11 **Work with EPA to collect and share water quality information.** The Contractor shall provide technical, logistical, and administrative support to the EPA for work associated with its collection and sharing of water quality information to support the goals of the CWA and WD's mission.

The Contractor will provide technical support to WD under this acquisition to develop the program tools for accomplishing the above goals. In the context of this acquisition, the term, WD, means the Environmental Protection Agency's Region 5 Water Division; WD's related organizations in the Office of Water (OW) and other EPA Offices conducting similar work, including other EPA Regional and Program Offices.

The Contractor shall supply all necessary labor, materials, equipment and facilities in technical support of the program areas listed herein, and as further specified by written task orders issued by the Contracting Officer (CO). The Contractor shall perform multiple task orders concurrently.

Each initial deliverable shall be provided to the EPA Task Order Project Officer (TOPO) in draft form for review and comment. The Contractor shall incorporate procedures to ensure that these drafts completely document the methodologies being used, utilizes the

appropriate assumptions and data, are accurate and complete, and are as specified in the task order or other written technical direction before providing them to the EPA. The Contractor shall incorporate TOPO review comments into revisions of the drafts. All drafts and final reports shall be approved by the TOPO. Activities to be conducted under this contract are limited to technical support. The TOPO will review all Contractor analyses and make final determinations with regard to program objectives and the content of Agency regulations and policy development.

## **2.0 TASKS:**

The Contractor shall provide the following services under this contract. In performing these services, Contractor staff will always be required to identify themselves as such whenever their EPA work brings them in contact with the public, such as when they are providing technical information or conducting training and conferences. Contractor staff must always wear their Contractor ID badges when interacting with the public. When serving in either a technical or logistical support role at conferences and workshops, Contractor staff shall only attend sessions that are relevant to their role in support of the proceedings. When the Contractor is to conduct training, the EPA will review and approve all materials and courses before presentation, ensuring the training material is factually accurate, and clear in its presentation of EPA's views, policies, and regulations.

### **2.1. TOTAL MAXIMUM DAILY LOADS (TMDLs) PROGRAM SUPPORT**

#### **2.1.1 Development of Total Maximum Daily Loads**

Identify specific TMDLs and prepare illustrative ~~national~~ case studies. Provide technical support for TMDL development and implementation including activities such as performing assessments of new and existing water quality modeling; preparation of data as a basis for developing Integrated Reports or §303(d) lists; evaluations of listing approaches and assessment methodologies used by states, territories, and authorized tribes; and general technical analysis to provide technical information that is necessary to defend or settle lawsuits. Evaluate completed and ongoing TMDL development and implementation and develop materials, tools, and guidance needed to incorporate nonpoint sources more effectively into ongoing TMDL development and implementation.

#### **2.1.2 Water Quality Assessments (for development of TMDLs) and TMDL Alternatives**

2.1.2.1 The Contractor shall provide technical, logistical and administrative support in the Agency's efforts to prepare manuals and technical documents for monitoring and assessing water quality health. The Contractor shall support the Agency in identifying and collecting currently available assessment methods; in summarizing their contents, applicability and usefulness; and in preparing recommendations of variations and combinations of methods which

are appropriate to meet individual situations and site-specific needs.

- 2.1.2.2 The Contractor shall provide technical, logistical and administrative support in the Agency's efforts to identify and collect currently available methodologies, procedures, and approaches used by states, tribes, territories and third parties to assess waters and calculate TMDLs of pollution for individual water bodies not meeting designated uses. The Contractor shall support the Agency's efforts to review these methodologies, procedures, and approaches; to disseminate information on their technical adequacy and sufficiency to other states, territories, and tribes; and to design and implement demonstration projects utilizing technical methods, procedures, and approaches which are technically sufficient.
- 2.1.2.3 The Contractor shall provide technical, logistical and administrative support in the Agency's efforts to identify and collect currently available methodologies, procedures, and approaches used by states, tribes, territories and third parties to assess waters and develop TMDL alternatives (e.g., Category 4b) for pollution for individual water bodies not meeting designated uses. The Contractor shall support the Agency's efforts to review these methodologies, procedures, and approaches; to disseminate information on their technical adequacy and sufficiency to other states, tribes, territories and third parties; and to design and implement demonstration projects utilizing technical methods, procedures, and approaches which are technically sufficient and adequate to assess waters and develop TMDL alternatives for pollution for individual water bodies not meeting designated uses.
- 2.1.2.4 The Contractor shall provide technical, logistical and administrative support in the Agency's efforts to identify, collect, and review the procedures utilized by states, tribes, and territories to screen water quality assessment data and prepare priority lists of waters not meeting designated uses for which the calculation of a TMDL is scheduled. The Contractor shall support the Agency's efforts to review for technical sufficiency of the lists of assessed waters needing the calculation of TMDLs, submitted by states, tribes, and territories.
- 2.1.2.5 The Contractor shall provide technical, logistical and administrative support in the Agency's efforts to identify and collect the baseline data and individual assessment methodologies which are necessary to develop and promulgate TMDLs of pollutants for individual water bodies where EPA has been assigned a mandatory duty by the Federal Courts to assist states, tribes, and territories in meeting Clean Water Act requirements for TMDLs.
- 2.1.2.6 The Contractor shall provide technical, logistical and administrative support in the Agency's efforts to develop and apply the assessment methodologies for calculating TMDLs of pollutants for individual water bodies in cases where existing methods are determined to be inadequate, or ruled insufficient by the Federal Courts.

### **2.1.3 Water Quality Screening and Modeling Support**

- 2.1.3.1 The Contractor shall support the Agency's efforts to provide technical support for application of information, procedures, and predictive tools that will facilitate incorporation of multi-source considerations into screening and planning/decision - type analyses.
- 2.1.3.2 Provide technical support for application and/or refinement of screening procedures and tools for assessing the impact of point and nonpoint sources on receiving waters and linkages to ground water.
- 2.1.3.3 Provide technical support for the development of screening procedures for determining the degree of point and nonpoint source controls necessary for their effectiveness in meeting water quality objectives
- 2.1.3.4 Provide technical support for the development of cost-effective monitoring strategies for gathering field data when such activity is required.
- 2.1.3.5 Support training and the application of water quality management models with state and local government watershed organizations. Many of these tools address both point and nonpoint source planning and management, primarily at the watershed level. Examples of such models are Generalized Watershed Loading Function (GWLF) model, Soil and Water Assessment Tool (SWAT), Agricultural Non-Point Source model (AgNPS), Storm Water Management Model (SWMM), System for Urban Stormwater Treatment and Analysis INtegration (SUSTAIN), Hydrologic Simulation Program Fortran (HSPF), and Phosphorus Load (P-load). Training may also include working with the Pollution Reduction Impact Comparison Tool (PRedICT) and the Site Evaluation Tool (SET) which are tools for predicting load reductions for water quality management measures.

### **2.1.4 Economic modeling and analysis of costs and benefits**

- 2.1.4.1 The Contractor shall provide technical, logistical and administrative support in the Agency's efforts to identify, collect, and evaluate economic analyses and models which have been prepared to determine the costs (and benefits) of existing regulatory requirements for surface water quality assessments and management approaches, such as calculating TMDLs of pollutants in individual water bodies. The Contractor shall support the Agency's efforts to review for technical sufficiency these existing analyses and models.
- 2.1.4.2 The Contractor shall provide technical, logistical and administrative support in the Agency's efforts to apply these analyses and models to determine the costs and economic benefits of alternative regulatory approaches which the Agency might be required to consider, as a result of public comment or judicial review

of the current regulations in the Code of Federal Regulations which support individual requirements contained in the Clean Water Act.

- 2.1.4.3 The Contractor shall provide technical, logistical and administrative support in the Agency's efforts to consider, as a result of public comment, judicial review, or congressional Clean Water Act reauthorization, the costs and economic benefits of developing, managing, and implementing alternative approaches to implement specific statutory requirements in the Clean Water Act.

## **2.2 POINT SOURCE (PS) & NONPOINT SOURCE (NPS) TECHNICAL SUPPORT**

### **2.2.1 NPS monitoring, land treatment tracking, and NPS data analysis methods.**

Provide technical, logistical and administrative support in the development of technical guidance, workshops, and training on water quality, ecological, and NPS monitoring, including chemical, physical, biological, and habitat monitoring in freshwater (both surface and ground waters) and saltwater environments. The Contractor shall also support development of techniques for tracking land use changes and the implementation of nonpoint source control practices for the purposes of documenting the status of implementation and of linking land-based data with water quality data to determine through statistical means the effects of land management on water quality at the watershed-level and site-specific evaluations. This work may include assessment, development, calibration, verification, and application of water quality models for surface and groundwater management.

### **2.2.2 Best Management Practices (BMP), site planning, development of technical information such as BMP effectiveness, BMP options.**

Provide technical support that will enable EPA's state, territory, and tribal partners and related organizations to incorporate BMPs and management measures for point and nonpoint source control. Areas to be addressed include BMP design, site planning, information on BMP effectiveness and limitations and ecosystem services. The range of point and nonpoint sources will include agriculture, urban, forestry, hydro modification, onsite disposal systems, marinas, stormwater, Confined Animal Feeding Operations/Animal Feeding Operations (CAFOs/AFOs), and mining.

### **2.2.4 Implementation issues related to point and nonpoint source strategies.**

Assess implementation issues related to point and nonpoint source strategies and provide recommendations to EPA.

- 2.2.4.1 Provide technical, logistical and administrative support to EPA in assessment and implementation of its watershed-based strategy for controlling urban

stormwater, CAFOs, municipal, and industrial discharges, and recommend options to facilitate implementation of responsibilities under the National Pollution Discharge Elimination System (NPDES) at the state, regional, local, and watershed levels.

- 2.2.4.2 Provide technical, logistical, and administrative support to EPA on the development of watershed plans to address waters that are threatened or impaired by nonpoint sources, and which may include point sources. These watershed management or implementation plans may be associated with implementation of TMDLs or might address other threats to the physical, chemical, and biological integrity of the nation's waters. This would include the support for the development and use of NPS models, other technical tools, and other implementation planning processes to assist in the implementation of NPS TMDLs.
- 2.2.4.3 Provide technical, logistical and administrative support in EPA's analysis and evaluation of the range of voluntary and regulatory approaches to pollution control, including the use of incentive systems to strengthen such efforts.
- 2.2.4.4 Provide technical, logistical and administrative support in EPA's efforts to integrate programs and policies of other agencies and their programs (e.g., Farm Bill, Transportation Programs, Grazing Reform) with the monitoring, assessment, and NPS programs. Types of support includes data analysis (e.g., economic and water quality analysis), graphics presentations (e.g., GIS applications), legislative analyses, and meeting support.

## **2.2.5 Evaluate existing State and Tribal Clean Water Act Section 319 assessment reports and management programs.**

Evaluate existing State and Tribal Clean Water Act Section 319 assessment reports and management programs to identify and clarify needs for technical and programmatic materials, tools, and guidance needed to strengthen Section 319 assessments and management programs. Evaluate monitoring programs to develop guidance and training materials for states and tribes on developing and implementing more effective nonpoint source monitoring/assessment programs.

## **2.3 MONITORING PROGRAM AND DATA MANAGEMENT TECHNICAL SUPPORT**

### **2.3.1 Monitoring Guidance and Technical Support**

- 2.3.1.1 Provide monitoring support (i.e., ambient, point and nonpoint source) at relevant scales (i.e., field, assessment unit, watershed, state, regional, national)



to EPA and, via EPA, to its partners (states, local governments, and other entities) in the characterization of water resource condition(s), evaluation or stressors, developing and refining water quality standards, development and tracking of TMDLs and other watershed-based controls. Perform actual water monitoring work on coastal, estuarine, and inland waters such as streams, rivers, lakes, ponds, reservoirs, and wetlands.

- 2.3.1.2 Provide technical and logistical support to EPA for the development and implementation of monitoring guidance to support multiple program and environmental management objectives. Guidance should address requirements and needs outlined in the *Elements of a State Monitoring and Assessment Program*, such as appropriate network designs, indicators and methods, quality assurance, data management. The above guidance is dated March 2003 (EPA 841-B-03-003) and can be found at: <http://www.epa.gov.owow.monitoring/elements/>. Provide technical support for the development of cost-effective monitoring strategies for EPA, States, Tribes, and local governments.
- 2.3.1.3 Provide technical, logistical and administrative support in EPA efforts to work with monitoring partners outside the WD and outside EPA in collaborative monitoring such as surveys of the nation's waters, data sharing, improving method comparability, documenting method performance, developing tools for evaluating protection and restoration priorities, measuring progress toward program goals, and interpretation and reporting of information for use by the public and decision makers.
- 2.3.1.4 Develop information, procedures, and tools that facilitate the incorporation of multi-source considerations into water quality screening and planning/decision analyses.
- 2.3.1.5 Provide support in the assessment and development of local/public participation programs for water quality assessment and use of Data2Maps.
- 2.3.1.6 Provide technical support for the development of cost effective monitoring strategies for gathering field data.
- 2.3.1.7 Provide technical support in the assessment, development and implementation of water and watershed indicators and scorecards to measure progress toward water quality goals. Evaluate roles and responsibilities of Federal, State/Tribal, and local governments in meeting objectives for point and nonpoint source control. Develop reports and technology transfer tools to inform the public about progress toward water quality goals.
- 2.3.1.8 Support WD workshops and training on GIS applications (primarily nonpoint source), GIS data development, and technical guidance on GIS applications. The Contractor shall develop training materials, conduct training sessions, and

develop data layers associated with watershed-level and national-level analyses of water quality problems, especially those related to nonpoint sources. The range of nonpoint sources will include agriculture, urban, forestry, hydro modification, onsite disposal systems, marinas, and mining.

- 2.3.1.9 Provide technical support in the assessment, development and implementation of social indicators at the project and watershed scale to measure progress toward water quality goals. Develop reports and technology transfer tools to inform the public about progress toward water quality goals.

### **2.3.2 EPA Volunteer Monitoring Program**

Provide technical support to the EPA volunteer monitoring program, including supporting EPA in its promotion of volunteer monitoring as a component of state, tribal, regional or local watershed management projects and community-based environmental programs; researching, evaluating, adapting, updating or developing volunteer monitoring methods; supporting volunteer program use of EPA's data management system or follow-on data systems through the development of user guides or other educational tools; and writing and editing text for volunteer manuals, planning guides, fact sheets, and outreach materials.

### **2.3.3 Biological Assessment Program**

- 2.3.3.1 Provide technical support to the production and development of national biological assessment protocols for a variety of waterbody types, including streams, rivers, lakes, ponds, reservoirs, wetlands, estuaries, coastal waters, coral reefs.
- 2.3.3.2 Provide user technical support for all biological assessment protocols. This technical support includes building training modules and conducting workshops to disseminate information to state and local governments on the national biological assessment guidance documents; managing and analyzing state and local government biological data sets on an as-needed basis; modifying national guidance to fit local environmental considerations; and performing biological surveys to assist State and local governments and to test proposed national protocols.
- 2.3.3.3 Provide technical support for outreach activities for EPA's biological program, including development of program highlights of case studies of bioassessment programs; development of program updates that track information on the use of biological data in state and local government water quality management programs; and development of additional outreach tools such as display boards and brochures that provide an overview of EPA's biological assessment program. This will also include support for state, regional, and national workshops.
- 2.3.3.4 Provide technical support for development of Tiered Aquatic Life Use

guidance and implementation of case studies for all waterbody types including workshops, meetings, and training.

- 2.3.3.5 Provide technical support for Bioassessment Comparability guidance, studies, and implementation including workshops, meetings, and training.

## **2.4. Wetlands Program**

### **2.4.1 Wetlands monitoring, tracking, and data analysis methods.**

Provide technical, logistical and administrative support in the development of technical guidance, workshops, and training on water quality and ecological monitoring, including chemical, physical, biological, and habitat monitoring in freshwater. The Contractor shall also support development of techniques for wetland condition changes and for the purposes of documenting the status of wetlands mitigation and of linking land-based data with water quality data to determine through statistical means the effects of wetlands management on water quality at the watershed-level and site-specific evaluations. This work may include assessment, development, calibration, verification, and application of water quality models for wetlands management.

- 2.4.2 Provide technical, logistical, and administrative support to EPA, states, tribes, territories and other entities on the development of watershed plans that incorporate wetlands management activities to address waters that are threatened or impaired by nonpoint sources, and which may include point sources. These watershed management or implementation plans may be associated with implementation of TMDLs or might address other threats to the physical, chemical, and biological integrity of the nation's waters. This would include the support for the development and use of models, other technical tools, and other implementation planning processes to assist in the implementation of the wetlands components of either a watershed management plan or TMDL.
- 2.4.3 Provide technical, logistical and administrative support in EPA's analysis and evaluation of the range of voluntary and regulatory approaches to wetlands management for pollution control, including the use of incentive systems to strengthen such efforts.
- 2.4.4 Provide technical, logistical and administrative support in EPA's efforts to integrate programs and policies of other agencies and their programs (e.g., Farm Bill, Transportation Programs, Grazing Reform) with the wetlands monitoring, assessment, and implementation programs. Types of support includes data analysis (e.g., economic and water quality analysis), graphics presentations (e.g., GIS applications), legislative analyses, and meeting support.

## **2.5 GENERAL PROGRAM SUPPORT**

### **2.5.1 Workshop and meeting logistics support.**

Provide administrative support in the planning and execution of workshops, training sessions, symposia, and meetings related to this contract's performance work statement. This task requires the Contractor to provide support in: (1) site selection, (2) meeting logistics, including arranging conference facilities, lodging, audio-visual needs, and registering participants, (3) preparing announcements and advance information for attendees, (4) soliciting attendees and papers, and inviting speakers to make presentations, (5) provision of logistical support for speakers and scientific or technical experts who directly contribute to the requirements of specific contract/task order performance, (6) planning meetings, and clerical preparation of EPA-developed workshop or meeting agendas, (7) developing workshop materials for all participants, including shipping technical materials for the workshops, (8) workshop evaluations (pre and post), (9) onsite management, including registration support, and (10) preparation of minutes, summary reports, and proceedings documents.

### **2.5.2 Provide watershed educational and outreach support.**

The Contractor shall provide watershed educational and outreach support in the form of workshops targeted at Federal, State and local agency personnel, as well as involved citizens and watershed stakeholders. The execution of educational seminars described here include general workshop support as described in the preceding paragraph plus organizing workshops, delivery of training materials/modules, and post-workshop evaluations. Also required is the development of watershed focused outreach and educational materials for use in workshops and/or made available to the Agency as stand-alone materials and guides for distribution to the public. These materials would cover topics including: techniques and approaches for delivery of effective outreach/educational programs, methods to improve stakeholder involvement, techniques to effectively evaluate outreach programs, and other relevant topics to enhance outreach programs at the watershed level.

## **2.6 TECHNICAL SUPPORT FOR CWA 404, 401, AND 402 PROGRAMS**

Pursuant to Section 1.0 of this Performance Work Statement the Contractor is to provide EPA's Water Programs with technical and support services to help implement some of the CWA core programs. These services will also be available to the States and Tribes responsible for implementing for the core water programs. The Contractor must provide technical staff support to perform the following tasks for EPA's 401, 402, and 404 Programs.

The Contractor must provide expertise in determining the impact of mining on the environment. The Contractor expert(s) must have the ability to work in the field,

perform in high pressure situations such as providing court testimony, work closely with attorneys and other scientists, and communicate effectively. The Contractor's technical support staff may also include geologists, environmental and geological engineers, biologists and environmental scientists, as appropriate. This subtask may require approval of work by a registered or licensed engineer.

- Review and comment on mining projects in support of a 404 or 402 permit application. Information reviewed will include any and all data submitted as part of a 402 or 404 permit and Surface Mining Control Reclamation Act (SMCRA) application. Traveling to the Corps or State Department of Natural Resources (DNR) office may be necessary to review information.
- Recommend methods to avoid and minimize impacts to waters of the U.S. through mine design and waste disposal methods. Specifically, recommend methods to reduce coal slurry and find alternatives to impounding waters of the US for waste disposal.
- Explore the feasibility of underground injection as waste disposal option and new technologies to reduce waste, such as ways to reduce the water content of slurry.
- Review cost-benefit analysis to determine feasibility and practicability (costs, safety, available technologies) of alternatives for mines and waste disposal.
- Prepare draft fact sheets and/or provide information and/or text to EPA for preparation of draft documents relating to CWA projects (EPA will finalize all fact sheets for public distribution);
- Assist EPA in the preparation and distribution of agendas, briefing materials such as slides, hand-outs, visual aids, and other related materials;
- Attend public meetings and/or workshops in conjunction with EPA, states, and tribes to assist in answering questions and presenting information concerning projects; and
- Arrange for and provide training for EPA, Tribes, and states related to mining and the areas on expertise described above.

## **2.7 QUALITY ASSURANCE (QA) REQUIREMENT**

Where QA Project Plans are required, the Contractor shall prepare them in conformance with EPA Requirements for Quality Assurance Project Plans for Environmental Data Operations (EPA QA/R-5). QA performance shall be in conformance with the Water Division Quality Management Plan.

Provide support in the development of techniques for implementing Region 5's Water Division Quality Management Plan (QMP). This work shall include support in analysis of QA needs conforming to the QMP; application of operational analysis techniques, and TQM approaches to analyzing environmental tasks to ensure quality and effectiveness; and assistance in defining and implementing more effective approaches. Analysis and implementation support will range from total systems through development of data quality objectives to establishment of controls for and assessment of confidence levels for

environmental and related economic data.

### **3.0 SPECIAL CONDITIONS**

All work performed under this Contract must adhere to the clause EPAAR 1552.211-79 “Compliance with EPA Policies for Information Resources Management”, which requires adherence to all Agency directives for performance of any IRM related work.

**3.1 IRM Policies, Standards and Procedures** [<http://www.epa.gov/irmpoli8/>]. The 2100 Series (2100-2199) of the Agency's Directive System contains the majority of the Agency's IRM policies, standards and procedures.

**3.2 Information Technology Standard Technical Requirements.** Reports and documents must adhere to the following technical standards:

- Microsoft Office 2003 SP
- Adobe Acrobat Reader 8.x
- Any additional or proposed Business or Office Applications must be approved by the Project Officer, prior to use.

**3.3 Environmental Information Management System (EIMS)** [<http://www.epa.gov/eims>]. A contractor developing or enhancing an information resource must first conduct a thorough search of existing information resources, through means such as EIMS, to ensure development/enhancement of information resources does not duplicate existing information resources. If duplication is determined, the Contractor must consult with the EPA project officer to ensure that existing information resources are optimally utilized in conjunction with information resource being developed/enhanced by the Contractor. For any development/enhancement of information resources, the Contractor must work with EPA on inserting/updating resource description information in EIMS.

**3.4 Standards and Environmental Data Registry (EDR)** [<http://www.epa.gov/edr>]. Any development/enhancement of information resources (information resources include systems, databases, and models/web applications that utilize information in OW systems and databases), as well as any data products flowing to or from EPA information resources, must adhere to the data standards detailed in the EDR.

**3.5 Monitoring information in STORET and follow-on data systems** [<http://www.epa.gov/storet>]. Any ambient water quality, chemical, physical, biological, sediment, tissue and ecological monitoring data collected as part of a contract or grant or cooperative agreement activities must be entered into STORET or its follow-on data systems or made available to EPA in a compatible format.

- 3.6 National Hydrography Dataset (NHD) Indexing** [<http://www.epa.gov/waters>]. Data related to OW programs that is required to meet the EPA Latitude/Longitude Standard must also be indexed to the NHD, using EPA OW standard formats available on the WATERS website. Exceptions include groundwater data and data that are related to points greater than two miles from the United States coastline. The WATERS website describes EPA tools and training that are available for NHD indexing.

**3.7 Section 508 Program Need**

Requirements for accessibility based on Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d) are determined to be relevant for the following program need: "Web applications."

**Deliverable: Web Application**

***UNSPC: 81112103 World wide web WWW site design services***

"...A web application or webapp [1] is an application that is accessed via a web browser over a network such as the Internet or an intranet. The term may also mean a computer software application that is hosted in a browser-controlled environment (e.g. a Java applet) or coded in a browser-supported language (such as JavaScript, possibly combined with a browser-rendered markup language like HTML) and reliant on a common web browser to render the application executable....Common web applications include webmail, online retail sales, online auctions, wikis and many other functions."

([http://en.wikipedia.org/wiki/Web\\_application](http://en.wikipedia.org/wiki/Web_application))

Webapps often include Voice over Internet Protocol (VoIP). Any telecommunications hardware needed to support VoIP would require its own Government Product Accessibility Template.

**3.7.1 Section 508 Product Requirements**

Technical standards from 36 CFR part 1194 Subpart B have been determined to apply to this acquisition. Solicitation respondents must describe how their proposed Electronic and Information Technology (EIT) deliverables meet at least those technical provisions identified as applicable in the attached Government Product/Service Accessibility Template (GPAT).

Functional performance criteria from 36 CFR part 1194 Subpart C have been determined to apply to this acquisition. Solicitation respondents must describe how their proposed Electronic and Information Technology (EIT) deliverables meet at least those functional performance criteria identified as applicable in the attached Government Product/Service Accessibility Template (GPAT).

Information, documentation, and support requirements from 36 CFR part 1194 Subpart D have been determined to apply to this acquisition. Solicitation

respondents must describe how the information, documentation, and support proposed for Electronic and Information Technology (EIT) deliverables meet at least the information, documentation, and support requirements identified as applicable in the attached Government Product/Service Accessibility Template (GPAT).

### **3.7.2 Section 508 Evaluation Factors**

Responses to this solicitation will only be considered for award after it has been determined that the proposal adequately addresses the requirements for Section 508. Only proposals which contain adequate information to document their responsiveness to the Section 508 requirements (e.g. a completed GPAT, VPAT or equivalent and supporting documentation) will be eligible for any additional merit consideration.

### **3.7.3 Section 508 Acceptance Criteria**

Web applications delivered as a result of this solicitation will be accepted based in part on satisfaction of identified Section 508 requirements for accessibility. Web applications delivered must include a completed GPAT, a sample of which is included as a part of this solicitation.

## **4. LABOR CATEGORIES**

Sample labor categories for submitting firm-fixed prices of future Task Orders are listed in the table below. This list is not all inclusive. Offeror may adjust this schedule based on the offerors' actual business practices. The labor categories to be offered must also be defined. Please fill in the blanks:

<b>TITLES</b>	<b>Estimated Hours</b>	<b>Price</b>	<b>Total Cost</b>
Program Manager			
Project Manager			
Principal Scientist/Engineer			
GIS Specialist			
Information Technology Specialist			
Technical Editor			
Scientist/Engineer			
Contract Specialist			
GIS/CAD			
Word Processor			
Technician			
Word Processor			
Clerical			
Total Labor Hours			
Other Direct Costs			
Travel			
Grand Total			